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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

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Request Notification of Change

 (NASA Only)

Subject: NASA Transportation and General Traffic Management

Responsible Office: Logistics Management Division

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Chapter 3. Duties and Responsibilities at NASA Centers

3.1 Center Transportation Officers or Center Traffic Managers

3.1.1 The Center TO/TM serves as a technical advisor to the Center Director for all transportation and traffic management activities and serves as the focal point for all transportation and traffic management functions at the Center. The TO/TM will ensure the efficient operation of traffic management activities within the Center in accordance with this NPR and other applicable references. The TO/TM will ensure that transportation concerns are considered in program and project planning, management, status reporting, and scheduling as part of an integrated logistics support approach. The TO/TM will use licensed commercial carriers to the maximum extent practicable and give special attention to transportation costs and the shipment of freight via the lowest overall commercial transportation cost, except in the following instances:

- a. When time is of the essence with regard to the due date at destination.
- b. When the cargo is of high value or is sensitive and requires a high degree of reliability of protection while in transit.
- c. When the cargo is determined to be mission critical.

3.1.1.1 The TO/TM shall maintain appropriate institutional and program or project records involving transportation activities that shall include contracts and financial records if applicable.

3.1.1.2 The TO/TM shall maintain a current traffic management library for applicable regulations, tenders, selected tariffs, and other carrier rate quotations.

3.1.1.3 The TO/TM shall maintain a current terminal facilities guide.

3.1.1.4 The TO/TM shall ensure that shipments containing hazardous materials are processed and prepared for shipment and transportation in accordance with DOT HMR's in Title 49, CFR, Parts 171-180. Shipments must also be in compliance with the specific model requirement; for carriage aircraft: International Air Transport Association (IATA) technical instructions for the safe transport of dangerous goods and, specifically, 49 CFR, Part 175, for carriage by vessel: the International Maritime Organization Dangerous Goods Code (IMDGC) and, specifically, 49 CFR, Part 176, and for carriage by rail, specifically, 49 CFR, Part 174. Hazardous materials offered for shipment by military aircraft must comply with U.S. Air Force Materiel Command regulations.

- a. The TO/TM will ensure that personnel who are responsible for preparing, processing, and handling of shipments containing hazardous materials are properly trained in accordance with the applicable regulations in Title 49, CFR, Parts 171-180.
- b. The TO/TM will coordinate the removal of hazardous waste with the Center Environmental Management Office to ensure compliance with applicable regulatory agency guidelines.

3.1.1.5 The TO/TM will maintain liaison with commercial carriers servicing the Center to ensure their familiarity with

loading procedures, services, schedules, facilities, and accessory charges. The TO/TM should be proactive in conducting negotiations with common carriers for requirements unique to the Center. Carriers will be furnished with adequate information in response to any formal inquiries concerning transportation matters except where classified or security-sensitive cargo is involved. Clearance must be obtained from the Center Security Officer prior to the release of classified or security-sensitive information to carriers.

3.1.1.6 The TO/TM will prepare necessary transportation staff studies to support Center institutional, program, or project objectives, covering all transportation activities including cost trades, transportability, development of individual transportation plans, and individual packaging, crating, marking, dimensional clearance, weight limitations, and all allied transportability problems.

3.1.1.7 The TO/TM shall ensure technical supervision of safe loading, blocking, bracing, unloading; the suitability of applicable carrier equipment, as required; and prompt release of equipment to avoid detention charges.

3.1.1.8 The TO/TM or other designated personnel shall file a claim and other standard forms in connection with reporting, resolving, and preventing overage, shortage, damaged, lost, or stray NASA freight as directed by 41 CFR, Parts 102-117 and 118. SF 361 is obsolete.

3.1.1.9 The TO/TM is responsible for the custody, accountability, and issuance, of both Commercial and U.S. Government Bill of Lading and the conversion of Government Bills of Lading in accordance with Federal Management Regulations. This includes the following duties:

a. Initiate international shipment on the U.S. Government Bill of Lading (Standard Form (SF) 1103). All shipments remain subject to the terms and conditions set forth in the standard form of the U.S. Government Bill of Lading and any other applicable contract or agreement, per 41 CFR, Parts 101-41, which limits authority to use the U.S. Government Bill of Lading.

b. Establish and monitor a process, in conjunction with the Center Financial Management Officer, for reviewing and certifying all public vouchers prior to payment that are executed in conjunction with the U.S. Government Bill of Lading. It must include a system or series of controls that will preclude making duplicate payments.

c. Payment of transportation charges under the procedures outlined in 41 CFR, Parts 102-118.95 must be billed by and paid to the carrier of origin or freight forwarder.

d. Charges may not be waived to any other carrier.

e. Payment of transportation charges to a carrier of origin will be based on commercial forms and paid for by each NASA Center initiating shipment.

NOTE: Household Goods shipments, both domestic and international, shall be the responsibility of and coordinated through the NASA Shared Services Center (NSSC).

3.1.1.10 The TO/TM shall serve as the Center focal point for all Special Assignment Airlift Missions (SAAM) and test load applications. See Chapter 5 for details.

3.1.1.11 In consultation with the Center Export Administrator, the TO/TM shall ensure that all exports and transfers of commodities, technologies, and software under Center programs and projects are accompanied by appropriate and accurate export control documentation, including validated licenses, Foreign Consignee Statements, or other authorizing documents and markings, as needed, as well as the Shipper's Export Declarations.

a. Exports and transfers required by Headquarters program or project managers will be handled through the Goddard Space Flight Center's Transportation Officer who shall consult with the Center Export Administrator and the Headquarters Export Administrator on all Headquarters exports.

b. With the exception of Shipper's Export Declarations, TOs are not authorized to sign export licensing documents. For guidance on export procedures, see the NASA Export Control Program manual.

3.1.1.12 The TO/TM has the following responsibilities with regard to motor vehicles:

a. The TO/TM shall ensure compliance with Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management, and Energy Policy Act of 1992 and 2005, which requires that the Federal Government exercise leadership in the reduction of petroleum consumption through improvements in fleet fuel efficiency and the use of alternative fuel vehicles (AFV) and alternative fuels.

b. The TO/TM shall establish, in conjunction with the Motor Vehicle Operations Officer, a permissible operating distance for movement of passengers and shipment of cargo or equipment via Government-owned or leased equipment. Consideration will be given to the Energy Conservation Program when the permissible operating distance is formulated.

3.1.1.13 The TO/TM provides traffic management guidance to NASA contractors for which the Center has cognizance.

- a. The TO/TM shall ensure contractors who operate Government-owned vehicles meet the requirements provided in the NASA compliance strategy dated December 2002. This strategy describes the steps NASA will take in fulfilling the requirements of the Energy Policy Act and Executive Order 13423.
- b. The TO/TM shall review and validate all contractor vehicle requirements, as they relate to Government-owned vehicles, prior to contract award. These vehicle requirements shall be agreed upon with the procurement request originator or project manager, and provided to the contracting officer as part of the specification or statement of work for incorporation into the solicitation and resulting contract. Annually, the TO/TM, in conjunction with the contractor, will hold a vehicle review to validate type and quantity of all Government-owned and contractor-operated vehicles to ensure proper allocation and utilization of vehicles based on program requirements.
- c. The TO/TM, in conjunction with the Contracting Officer, shall review contractor requests for additional Government-owned vehicles. Unless the contractor receives written approval from the TO/TM, the contractor will not negotiate directly with GSA to acquire or dispose of any Government-owned vehicle.
- d. While contractors who operate Government-owned vehicles are responsible for assembling and reporting Federal Automotive Statistical Tool (FAST) data, not later than October 15 of each calendar year, the TO/TM shall provide contractors with the data elements for FAST and provide guidance or interpretation of FAST, as required. The TO/TM may elect to enter contractor FAST data in lieu of having the contractor enter it for inclusion into their Center's annual report.

3.1.1.14 The TO/TM has the following regulatory responsibilities with regard to commercial agreements:

- a. Ensure that the International Air Transport Fair Competitive Practices Act of 1974 is adhered to in accordance with the guidelines issued by the Comptroller General of the United States for air passengers and freight.
- b. Obtain assurance from carriers that they have obtained or will secure all necessary permits prior to release of the shipment. When circumstances warrant, the TO/TM may assist commercial carriers in obtaining necessary highway permits from local and State regulatory bodies for oversize or overweight loads but will, in no case, be responsible for obtaining requisite permits.
- c. Prepare and transmit statutorily required transportation control and movement documents for all shipments.
- d. Notify the Director of the Logistics Management Office and the General Counsel prior to initiating, defending, participating in, or supplying information for use in proceedings involving transportation rates, fares, charges, or services before notifying any transportation regulatory agency. It is necessary to clear all sensitive or classified written or oral testimony through the cognizant Center Security Officer and the Center Legal Counsel prior to release to any regulatory body. Center personnel who have been subpoenaed by any regulatory body or who have been selected by NASA Headquarters to appear before a regulatory body should consult with Agency Counsel and be accompanied by Agency Counsel at any appearance. The notice should include any evidence, exhibits, names of witnesses, and any other pertinent data to support the proposed NASA position.

3.1.1.15 The Center TO/TM is responsible for advising the Manager of the Agency Transportation Programs of transportation program exigencies. Specifically, the TO/TM shall promptly notify the manager of the following:

- a. When they are requested by carriers or other interested parties to participate in or to supply information for use in support of applications or petitions for new or additional transportation services. Notifications will include the following information:
 - 1. Source of the request and type of information or participation requested.
 - 2. A brief description of the proceedings, including docket number, date, and place of hearing(s).
 - 3. Description of authority or services being considered, including a copy of the application or petition, if available.
 - 4. Proposed action by NASA in the proceedings.
 - 5. A summary of actual and potential traffic covering a period of not less than 90 days for past traffic and one year on a projected trend.
 - 6. Other information considered of value in establishing a NASA position.
- b. When the proposed abandonment or discontinuance of a transportation service will cause a material weakness at a NASA Center.
- c. When Special Assignment Airlift Mission requests for test loading of material involving transportability in military airlift aircraft are necessary. Normally, the U.S. Air Force requires a minimum of 60 days notice, prior to the date of test loading.
- d. When budget estimates and costs are required in support of installation, program, and project planning activity.
- e. When requests for DOT Hazardous Materials exemptions and approvals, in accordance with 49 CFR, Part 107,

Subtitle B, Chapter 1, are required.

f. When purchases, leases, or rentals of major transportation equipment or transportation facilities are contemplated for the execution of a program or mission. Detailed information and complete transportation plans shall be included.

3.1.2 The TO/TM will provide requested assistance to Contracting Officers and other authorized procurement officials and serve as technical consultants in all traffic management areas of responsibility relating to the movement of cargo and freight and to contractor personnel relocations involving reimbursement from the Government. These include the following responsibilities:

3.1.2.1 The TO/TM will prepare and evaluate cost comparisons of freight shipments proposed in relation to NASA contracts and purchase orders.

3.1.2.2 The TO/TM will supply Center-unique transportation clauses, if needed, to the Contracting Officer who will obtain the necessary approvals for inclusion in applicable purchase orders, bids, contracts, or other associated procurement documents.

3.1.2.3 Areas for consideration in procurement actions include the following:

- a. Determination of Free On Board point(s).
 - b. Transportation rates and charges.
 - c. Mode of transportation required.
 - d. Freight classification.
 - e. Transportability problems.
 - f. Packaging and preservation.
 - g. Clearances.
 - h. Volume moves.
 - i. Tracing and expediting freight.
 - j. Documentation of shipments.
 - k. Delivery date(s) of cargo.
 - l. Sensitivity of cargo.
 - m. Processing shipments involving less than \$100,000 in transportation charges.
 - n. Transit privilege(s).
 - o. Test loadings as required.
- 3.1.2.4 The TO/TM shall prepare and periodically update routing guides to maintain them in a current status. Purchase agents may use the guides when applying prepay and add-on transportation charges to small purchases.

3.2 Center Procurement Officers

3.2.1 Center Procurement Officers, in consultation with the TO/TM and the request originator, are responsible for the following:

- a. Providing guidance and facilitating acquisition planning with respect to motor vehicle management requirements.
- b. Ensuring that solicitations and contracts contain the appropriate provisions and FAR clauses to implement energy-efficient motor vehicle requirements.

3.3 Center Contracting Officers

3.3.1 Contracting Officers are responsible, under NASA procurement regulations, for effecting coordination with the TO/TM prior to solicitations, contract awards, or any contract termination actions and throughout the performance period of contracts and the termination process.

3.4 Procurement Request Originators

3.4.1 Procurement request originators are responsible for the following:

- a. Consulting early on in the procurement process with the appropriate parties (e.g., TO/TM, contract specialists) to

facilitate procurement planning.

- b. Utilizing statements of work or specifications which include motor vehicle requirements in accordance with this NPR, including explicit numbers and types of vehicles and GSA sourcing requirements if any.
- c. Coordinating with the TO/TM for approval.

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